



DEMOCRATIC AND ELECTORAL SERVICES

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Date:	10 June 2014	Direct Line:	01895 837225/837227

Dear Councillor

ENVIRONMENT POLICY ADVISORY GROUP

The next meeting of the Environment Policy Advisory Group will be held as follows:

DATE: WEDNESDAY, 18TH JUNE, 2014
TIME: 6.00 PM
VENUE: ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM

Please note that this meeting is not open to the public.

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

Director of Resources

To: The Environment Policy Advisory Group

Mr Naylor
Mr Bradford
Mr Clark
Miss Hazell
Mrs Plant
Mrs Royston
Mrs Wallis
Mr Walters

Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

(Pages)

1. **Apologies for absence**
2. **Minutes**
To receive the minutes of the meeting of the Policy Advisory Group held on 19 March 2014. (1 - 4)
3. **Reports from Members**
To receive any reports from the Chairman or PAG Members.
A. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER DECISION / RECOMMENDATION
4. **Beaconsfield Old Town common land - parking and proposed common land swap proposals and tarmac repairs**
To consider report of the Director of Services and receive a presentation from the Consultants. (5 - 10)
Appendix A (11 - 12)
Appendix B (13 - 20)
Appendix C (21 - 40)
Appendix D (41 - 44)
5. **Christmas Free Parking**
To consider report of the Director of Services. (45 - 46)
6. **Burnham School Car Parking Plan**
To consider report of the Director of Services. (47 - 48)
7. **Flats Service Review Report**
To consider report of the Director of Services. (49 - 54)
Appendix A (55 - 56)
Appendix B (57 - 58)
8. **Garden Waste Renewals**
To consider report of the Director of Services. (59 - 60)

9. **Grounds Maintenance Contract Future**

To consider report of the Director of Services.

(61 - 62)

B. REPORTS FOR INFORMATION / DISCUSSION

10. **Waste Collection Service Update**

To consider report of the Director of Services.

(63 - 68)

11. **Any other business**

Any other business which the Portfolio Holder considers is urgent.

The next meeting is due to take place on Wednesday, 10 September 2014

ENVIRONMENT POLICY ADVISORY GROUP

Meeting - 19 March 2014

Present: Mr Naylor (Chairman)
Mr Bradford, Miss Hazell, Mrs Plant, Mrs Royston, Mrs Wallis and
Mr Walters

Also Present: Mr Smith

Apologies for absence: Mr Clark

27. MINUTES

The minutes of the meeting of the PAG held on 4 December 2013 were received.

28. REPORTS FROM MEMBERS

None received.

29. CAR PARKING SURVEY RESULTS

The PAG received a report and a presentation from Yes Engineering on the results of the survey of car parking capacity for Beaconsfield and Gerrards Cross. The PAG were asked to advise the Portfolio Holder on whether to recommend to Cabinet that a design study should now be carried out with a view to providing further off street car park spaces in the District.

In November 2013, the Cabinet agreed in principle that a study should be carried out at an estimated cost of £25,000 to design possible solutions by expanding provision at one or more of the Council's car parks.

The presentation and report set out in detail the findings of the survey of car parking capacity for Beaconsfield and Gerrards Cross which showed that "parking stress" already existed and would only get worse in the future. The PAG discussed the recommendations for both Beaconsfield and Gerrards Cross as set out in the Yes Engineering report. The PAG were advised that the Resources PAG was due to consider this report at its meeting on 20 March 2014.

In the discussion which followed, it was noted that in order to avoid congestion, the location for any additional car parking would need to be carefully considered. A Member of the PAG advised that Buckinghamshire County Council were no longer proposing to remove the 1 hour prohibition on Grenfell Road in Beaconsfield.

In response to a question, it was confirmed that it was not possible to make current parking spaces narrower in order to increase the number of car parking spaces in the car parks.

Following a discussion on the importance of scoping, it was agreed that, should Cabinet agree to proceed with the design study, the Head of Environment would consult with the Portfolio Holders for Environment and Resources before submitting the final brief to the architect.

In response to a concern raised regarding the quality of the car parking data held by the Council, the PAG were advised that this was one of the aspects which the car parking shared service review included in its recent recommendations.

Having considered the advice of the PAG which supported the proposal, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that a design study be carried out with a view to providing further off street car park spaces in the District.

30. LITTLEWORTH COMMON NEW HLS APPLICATION

The PAG received a report which asked Members to advise the Portfolio Holder as to whether the Council should re-apply for the Higher Level Stewardship (HLS) funding from Natural England for Littleworth Common for the 10 years from 2014/15.

The PAG noted the reasons why the previous application for funding, which had been made in 2011, had been withdrawn. Natural England have advised that the best way to progress the application would be to re-apply for HLS funding for the management of the smaller central area of the common. If the owner was to continue to remain uncooperative, the Council could proceed with the application but at a small risk that should the grant be successfully challenged, the funding might be withdrawn and the Council could be liable to penalties.

The PAG noted the other options for the site set out in paragraph 4.5 of the report. Having regard to the risks outlined in the report, the PAG were in support of the recommendations.

Having considered the advice of the PAG, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that authority be delegated to the Head of Environment, in consultation with the Portfolio Holder, to prepare and submit a new application for the Higher Level Stewardship funding from Natural England in respect of Littleworth Common for the 10 years from 2014/15.

31. ENERGY SAVING ACROSS THE COUNCIL ESTATE

The PAG received a report for information, which went to the last Health and Housing PAG, that provided Members with an update on recent activity on reducing energy use and costs to the Council and outlined the key outcomes from the fact finding Energy Audit.

The Cabinet agreed at its meeting on 16 July 2013 to undertake an Energy Audit of the whole of the Council's estate portfolio in order to see if further cost and energy savings were possible. This audit was now complete. The PAG noted the numerous energy and cost saving measures which had been identified as part of the audit that could be implemented to enable the Council to reduce its energy use and costs (as shown in Appendix B).

The Cabinet also agreed, at its meeting on 19 November 2013, to spend £17,620 in 2014/15 investing in 'quick win' energy saving projects. Appendix A of the report set out the cost saving measures to be undertaken in the financial year 2014/15. The investment would yield a saving of £16,820 in 2015/16 and thereafter.

The PAG were advised that a further report setting out the longer-term proposals for investment in energy efficiency/cost savings would be presented at the next Health and Housing PAG.

RESOLVED that the report be noted.

32. UPDATE ON WASTE ROLL OUT

The PAG received a presentation that provided Members with an update on the new waste and recycling service which commenced on 24 February 2014.

The PAG were pleased to note that generally the first three weeks collections have been implemented well and achieved the predicted diversion rate. There had been some bin delivery issues, however reports of non-collection were relatively low and the amount of customer contact was now decreasing. The PAG noted the types of customer contacts which had been received including requests for smaller bins.

The PAG were advised of the overall performance of the new service and were presented with a number of facts and figures including the fact that residual waste had reduced by approximately 50% when compared to the same week last year and that indications were that the recycling rate was in excess of 50% compared to 25.19% for the same period last year.

It was noted that garden waste bins were being delivered to subscribed customers ready for the service start date of 31st March 2014. Finally, the PAG received an update on Dropmore Road Depot which became fully operational on 10 February 2014.

RESOLVED that the update be noted.

33. NATURE AND ENVIRONMENT PARTNERSHIP

The PAG received a brief verbal update on the Nature and Environment Partnership. The PAG noted that the Portfolio Holder would be attending a board meeting the next day to discuss the future direction of the Partnership and would feedback to the next meeting of the PAG.

RESOLVED that the update be noted.

34. ANY OTHER BUSINESS

The PAG noted how beautiful Stoke Poges Memorial Gardens was looking and expressed their thanks to those staff who continue to maintain the gardens to such a high standard.

The meeting terminated at 7.24 pm

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SUBJECT:	Beaconsfield Old Town common land - parking and proposed common land swap proposals and tarmac repairs.
REPORT OF:	Officer Management Team - Director of Services Prepared by - Head of Environment

1. Purpose of Report

- 1.1 The purpose of this report is to update Members about the consultation process for the proposed parking and land swap on Beaconsfield Common Land, and to request funding for urgent tarmac repairs on the common land.

2. Links to Council Policy Objectives

- 2.1 The matter is related to the Council's medium-term aims of a thriving and sustainable district, which protects the Green Belt and character of the area and enhances the quality of the built environment.

3. Background

- 3.1 Following previous reports setting out the history of the Council's involvement with the common land and the proposals to swap some common land to create formal parking areas, Members agreed at the PAG meeting on 4th September 2013 that a formal Public consultation be carried out.
- 3.2 The public consultation has now taken place and a summary of the findings are set out below and will be presented at the PAG meeting by the consultants.

4. Discussion

- 4.1 RTA Associates Ltd. was commissioned to undertake the consultation exercise. The Consultation was required to obtain the views of residents, offices, shops and other users of Beaconsfield Old Town about the proposals. The Council proposes to introduce some regulated parking areas on London End in Beaconsfield Old Town (approx. 45 parking bays) with parking charges to promote limited stay. As it is not permissible to make charges on common land, this would be achieved by swapping part of the existing common land for an area of open space on the edge of the town, to enable the introduction of some Pay and Display parking areas near the shops.

All properties within a 500m radius of the Ends were consulted. A map showing the extent of the consultation area is at Appendix A.
Other residents wishing to comment were able to do so via the "Have Your Say" pages on the Council's website.
A drop in session for people to find out more about the proposals was conducted.

- 4.2 The consultation pack comprised a letter of explanation, a questionnaire and drawings showing the extent of the current common land and the suggested alternative area of common land. Also included were detailed drawings of the suggested parking areas.

Copies of the documents in the consultation packs are at Appendix B.

- 4.3 Over the three day period the following actions were taken:
- Packs were delivered to approximately 1270 addresses
 - 20 posters were erected in the Ends
 - 28 posters were delivered to shops.
 - 2 posters were delivered to Beaconsfield library
 - Approximately 300 packs were handed to drivers parking in the Ends
- A total of nearly 1600 packs were distributed.

Key stakeholders were sent information packs by post:

- Beaconsfield Town Council
- The Beaconsfield Society
- Hall Barn Estates Ltd.
- Beaconsfield Chamber of Commerce
- BOTRA
- Town Council Office
- Beaconsfield United Reform Church
- Beaconsfield Free Methodist Church

A drop in session was arranged on 19th February at The Fitzwilliams Centre.

- 4.4 The questions asked were:
- Are you are resident, a business or a shop?
 - Do you support the proposals to swap part of the common land for another piece of publically accessible land?
 - Do you support the proposal to create some limited waiting areas in the Old Town?
 - Do you agree with the proposed locations of the new regulated parking areas?
 - Do you support the introduction of parking charges to assist the management of the parking spaces?
 - Consideration is being given to the provision of dedicated parking places for residents without off street parking facilities who live close to the proposed parking areas? Do you support this idea?
 - Consideration is also being given to the provision of dedicated parking places for disabled (blue) badge holders. Do you support this idea?
 - The proposed open space will be managed for informal use - dog walking, etc. not at this stage as a formal park with a playground, etc. Do you support this proposal?
 - Please tell us if you consider any essential items need to be considered for this open space.
 - Please use this space to make any comments you may have about these proposals.
 - Overall are you in favour of the land swap and parking proposals?

4.5. THE ANALYSIS OF THE RETURNED QUESTIONNAIRES

The Consultant's report about the consultation results is enclosed at Appendix C and Paper copies of the Consultant's report (which include tables and graphics) are available in the Members' Room.

Key points are summarised below:

1. The response (57.6%) to the consultation questionnaire is a much higher than average response and could be considered to be an indication of the interest in

the proposals. However, 295 of the returned questionnaires are clearly the work of one individual (a business) and, therefore, these duplicates have been deleted from the assessment of the answers to the questionnaires - this reduces the percentage return to 38.9%; still an above average result.

2. We asked for details of the responses:

Responses			
Resident	Shop	Business	not stated
421	15	164	10

3. The overall results can be summarised:

- The proposals have generated considerable interest within the local community.
 - The views of the different categories of consultee are different with residents being more positive than businesses.
- The views of residents are generally very balanced:
- Slightly more are in favour of the proposed land swap than are opposed to it;
 - 61.5% support the introduction of some limited waiting;
 - Nearly half agree with the proposed locations of the new regulated parking areas;
 - 52% are opposed to the introduction of parking charges.
- The views of the businesses that responded are more definite:
- 82% are opposed to the proposed land swap;
 - 84.7% are opposed to the introduction of some limited waiting;
 - 88.4% disagree with the proposed locations of the new regulated parking areas;
 - 85% are opposed to the introduction of parking charges.
- Only a small number of shops responded and together with those whose did not state a category the views are:
- 67% of those who expressed a view are in favour of the land swap;
 - 61% of those who expressed a view are in favour of the introduction of some limited waiting;
 - 63% of those who expressed a view agree with the proposed locations of the new regulated parking areas;
 - 58% of those who expressed a view support the introduction of parking charges.

4. The views expressed in answer to Q11 - Overall are you in favour of the land swap and parking proposals? - vary by category of responder:

- The views of residents are nearly balanced - for and against;
- The views of the businesses are much clearer - 87.8% are against the proposals;
- 80% of the shops that responded supported the proposals;
- Overall there was a majority (59%) against the proposals.

5. It would seem likely that the level of support for the proposals by residents would be higher if there was not a linked proposal to introduce charges but this would be unlikely to change the views of the businesses.

Further details of the consultation responses will be presented to Members at the meeting.

- 4.6 Members are asked to consider the findings and advise whether work on the proposals should be continued.
- 4.7 This would include making the application to the Planning Inspectorate for the common land swap (change of common land status and to create new common land at the alternative site) according to Common land procedure, agreeing the details of the land swap with Hall Barn Estates and implement the parking layouts and associated charges.
- 4.8 Officers would then need to spend considerable time to progress the scheme, with assistance from legal colleagues.
- 4.9 Further legal advice about the proposed land swap would be required to determine issues such as:
- The possible deregistration of highway land.
Part of the exchange land is subject to 3rd party interests (a restriction on the registered title of the land, financial charges, and an apparent lease of part of the land.)
- 4.10 In addition to the above, Members are asked to consider the poor state of the existing car park surfacing on the common land on the northern side of London End and to agree capital funding to address the issue.**
- 4.11 Works were recently undertaken to resurface parts of the common land on the south side of the road. Further works are required to meet the Council's obligations under the Management Plan of the common land, to improve the condition of the north side.
- 4.12 Complaints have been received about large potholes and the general state of the tarmac. A plan of the area and photos are attached in Appendix D to illustrate the issue.
- 4.13 In addition it is proposed that some bollards are installed on the corner of London End and Shepherds Lane/ Aylesbury End to limit the parking on the pavements. These bollards would be similar to those already installed on the other corners of the roundabout.
- 4.14 Approximate costs have been obtained for the bollards and the resurfacing of the parking areas along the whole of London End North. Approx. £45,000 will be required. This would include the repair and replacement as necessary of tree guards, grilles and white line painting to demarcate vehicular entrances.
- 4.15 The works would be undertaken in two or three stages to minimise disruption to the car parking. It is requested that the works can be undertaken as soon as possible, regardless of the decision about the common land swap and parking charges, as the surfacing is becoming dangerous in places.

5. Resource and Wider Policy Implications.

- 5.1 The work required to progress the matters above will require officer time during a period of increasingly limited officer resource.
- 5.2 Additional Capital funding of £45,000 would be added to the capital programme for urgent tarmac repairs on the common land.
- 5.3 There is a risk that claims of personal or vehicle damage would be received if the tarmac surfacing works are not carried out.

6. Recommendations.

- 6.1 The advice of the PAG is sought on whether the Portfolio Holder should be asked to recommend to Cabinet the following:
- 1 - In view of the comments received from the Public Consultation whether this matter is progressed further.
 - 2 - Whether further action is required to take forward the Common land swap to facilitate the parking changes.
 - 3 - That following the outcome of the consultation suitable agreements be entered into with HBE & BCC for the operation of the parking / land management.
 - 4 - That following the outcome of the consultation whether the scheme should be implemented.
 - 4 - Delegated authority to the Director of Services in consultation with the Environment Portfolio Holder to agree minor details.

This matter requires Cabinet and Council agreement.

- 6.2 The advice of the PAG is also sought on whether the Portfolio Holder should recommend to Cabinet that funding of £45,000 should be added to the capital programme for urgent tarmac repairs on the common land.

Officer Contact:	Chris Marchant 01895 837360 chris.marchant@southbucks.gov.uk
Background Papers:	Previous reports on this matter.

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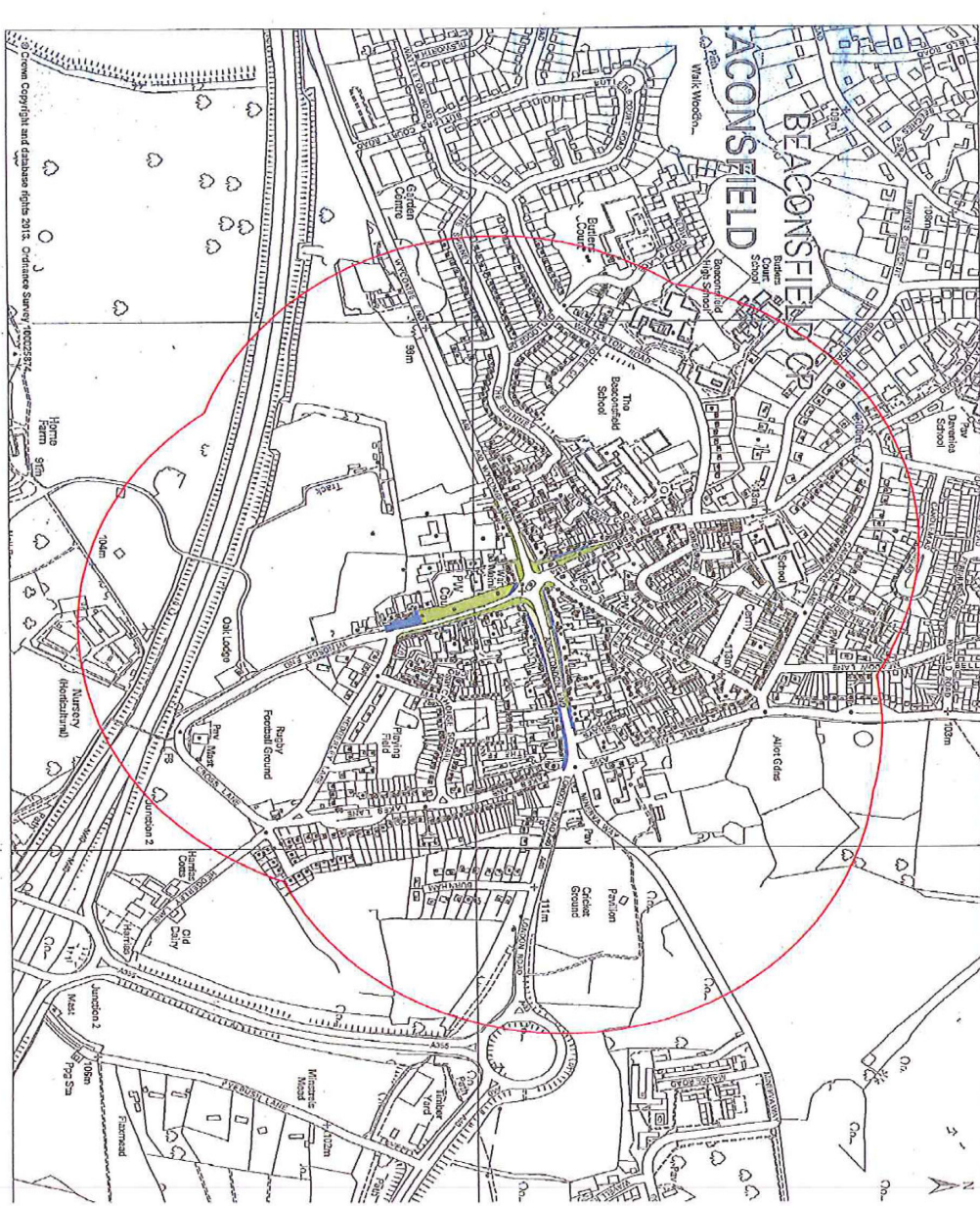
Appendix A

Map showing the extent of the consultation



South Bucks
District Council

Capswood, Oxford Road, Denham, Bucks UB9 4LH
Telephone: 01895 837200 DX: 40261 Gerrards Cross
www.southbucks.gov.uk



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Appendix B

Copies of the documents in the consultation packs



South Bucks
District Council



RTA Associates Ltd

February 2014

Dear Sir or Madam

CONSULTATION ON BEACONSFIELD COMMON LAND SWAP AND PARKING PROPOSALS

RTA Associates Ltd. have been commissioned by South Bucks District Council (SBDC) to consult local residents and businesses about their proposals for amendments to the parking in London End, Beaconsfield Old Town.

Background

For many years there have been concerns about the car parking arrangements on the common land in the Ends in the Old Town. SBDC are the managers of the common land which is owned in part by Buckinghamshire County Council (BCC) and in part by Hall Barn Estates (HBE). The land is maintained by SBDC and the costs of previous environmental improvements were met by SBDC, BCC and the Town Council (BTC).

At present around 425 vehicles can be parked on the common land. This parking is uncontrolled and is perceived to be a problem for shoppers and visitors due to the use of the spaces for longer stay parking.

A survey undertaken by RTA Associates Ltd. in 2010 demonstrated that

- the current parking frequently exceeds the capacity leading to obstructive parking;
- there are conflicting demands for the available parking spaces from workers, visitors and shoppers.

A series of recommendations were made many of which are now incorporated in the proposals which are the subject of this consultation.

The proposals

SBDC have considered a number of options and decided to explore the possibility of a land swap and the consequent release of the existing land from its common land status.

The enclosed plans show:

- the current extent of the common land
- the location of the replacement swapped land
- the location of the new parking areas to be established in London End.

The proposed new parking areas will comprise around 45 parking spaces - this is approximately 10% of the total parking capacity in the Ends. These new spaces will be subject to "pay and display" controls with a tariff set to encourage short stay parking which should result in an increase in shopper and visitor turnover.

The suggested tariff, which will apply between 8.00 a.m. and 6.00 p.m. Monday to Saturday inclusive, will be:

- up to ½ hour 50p
- up to 1 hour £1.10
- up to 2 hours £1.60
- up to 3 hours £2.10 (maximum stay)

Overstay or non-payment will incur a Penalty Charge.

The proposals will take into account the annual Charter May Fair and the weekly Charter Market.

The Council would like to hear your views on these proposals and would like you to complete the enclosed questionnaire and return it in the enclosed pre-paid envelope on or before **Friday 21st March 2014**.

If you prefer you will be able to complete the questionnaire on line at

www.southbucks.gov.uk/beaconsfieldconsultation

You can also send your comments on these proposals via the "Have your Say" page on the SBDC website.

There will be a drop in consultation event in the Fitzwilliams Centre in Windsor End on Wednesday 19th February from 2 p.m. to 8 p.m. Staff will be available to receive your comments and answer any questions you may have.

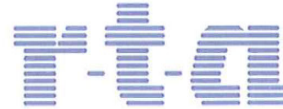
We do hope that you will be able to let us have your thoughts on these proposals as they will greatly assist in the decision making process.

RTA Associates Ltd.
On behalf of South Bucks District Council

Copy of the Questionnaire



South Bucks
District Council



RTA Associates Ltd

South Bucks District Council has reviewed the parking arrangements in the Ends at Beaconsfield Old Town. We would be grateful if you would take few minutes to complete this questionnaire, and then return it in the reply paid envelope provided. All you have to do is to pop the envelope with the completed questionnaire, in any post box.

The proposals are detailed in the attached documents – please read these carefully before you complete the questionnaire

The questions are mainly multiple choices. Please tick one box that most closely accords with your views for each question. Where comments are requested please add these in the relevant box.

Q1. Are you A resident? A business/office? A shop?

Q2. Do you support the proposals to swap part of the common land for another piece of publically accessible land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Q3 Do you support the proposal to create some limited waiting areas in the Old Town?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Q4 Do you agree with the proposed locations of the new regulated parking areas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Q5. Do you support the introduction of parking charges to assist the management of the parking spaces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Consideration is being given to the provision of dedicated parking places for residents without off street parking facilities who live close to the proposed parking areas?

Q6. Do you support this idea? Yes No

Consideration is also being given to the provision of dedicated parking places for disabled (blue) badge holders

Q7. Do you support this idea? Yes No

/continues overleaf

The proposed open space will be managed for informal use – dog walking, etc. not at this stage as a formal park with a playground, etc.

Q8. Do you support this proposal? Yes No

Q9. Please tell us if you consider any essential items need to be considered for this open space

Q10. Please use this space to make any comments you may have about these proposals.

Q11. Overall are you in favour of the land swap and parking proposals? Yes No

If you would like to be kept updated in due course about the progress of this project, please complete your contact details here:

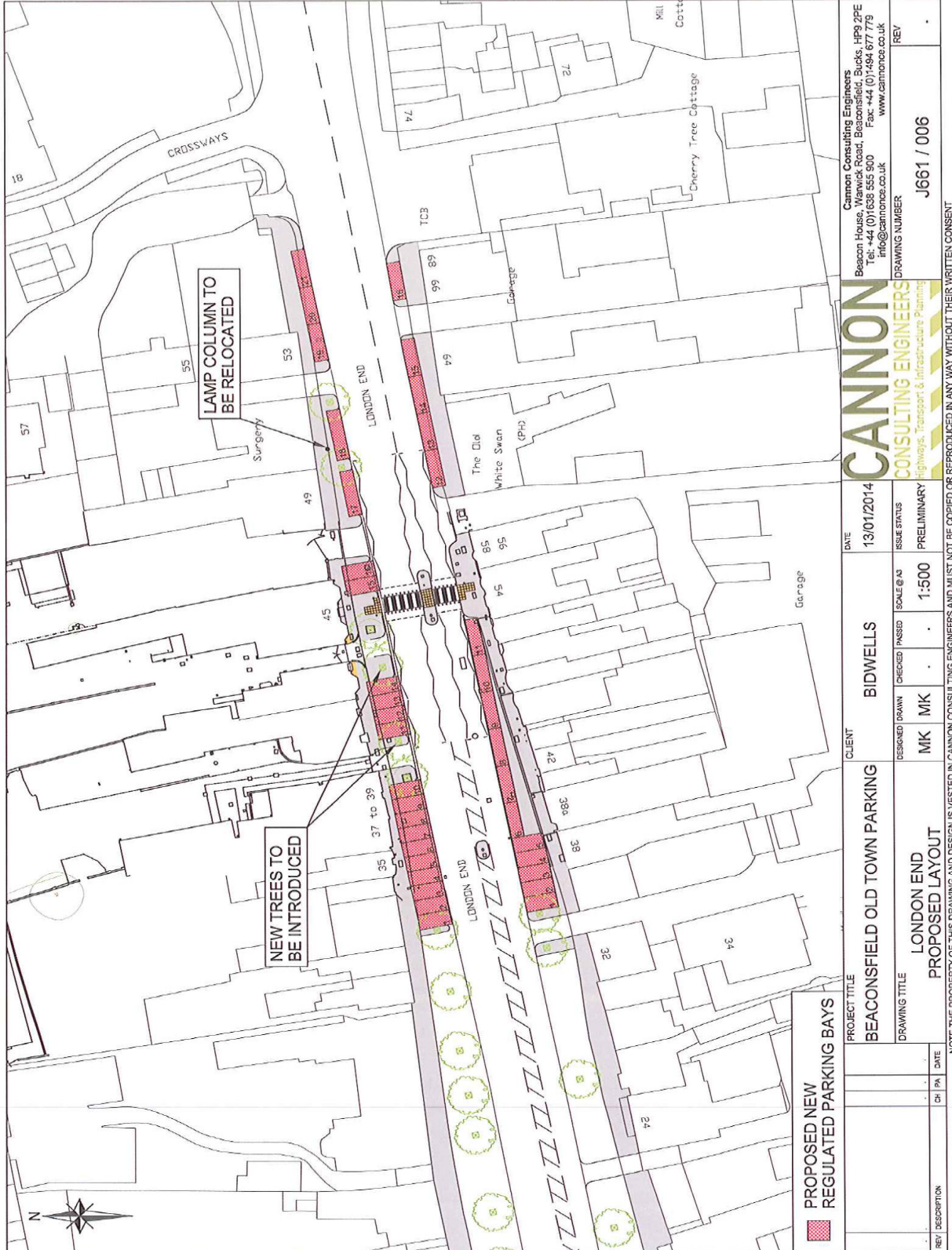
Name	
Address	
Telephone	
Email	

Thank you for taking the time to complete this questionnaire, and helping the Council to review and improve the services that it provides. All information given will be treated in strict confidence and for the purposes of this consultation only.

A pre-paid envelope is enclosed for the return of the questionnaire

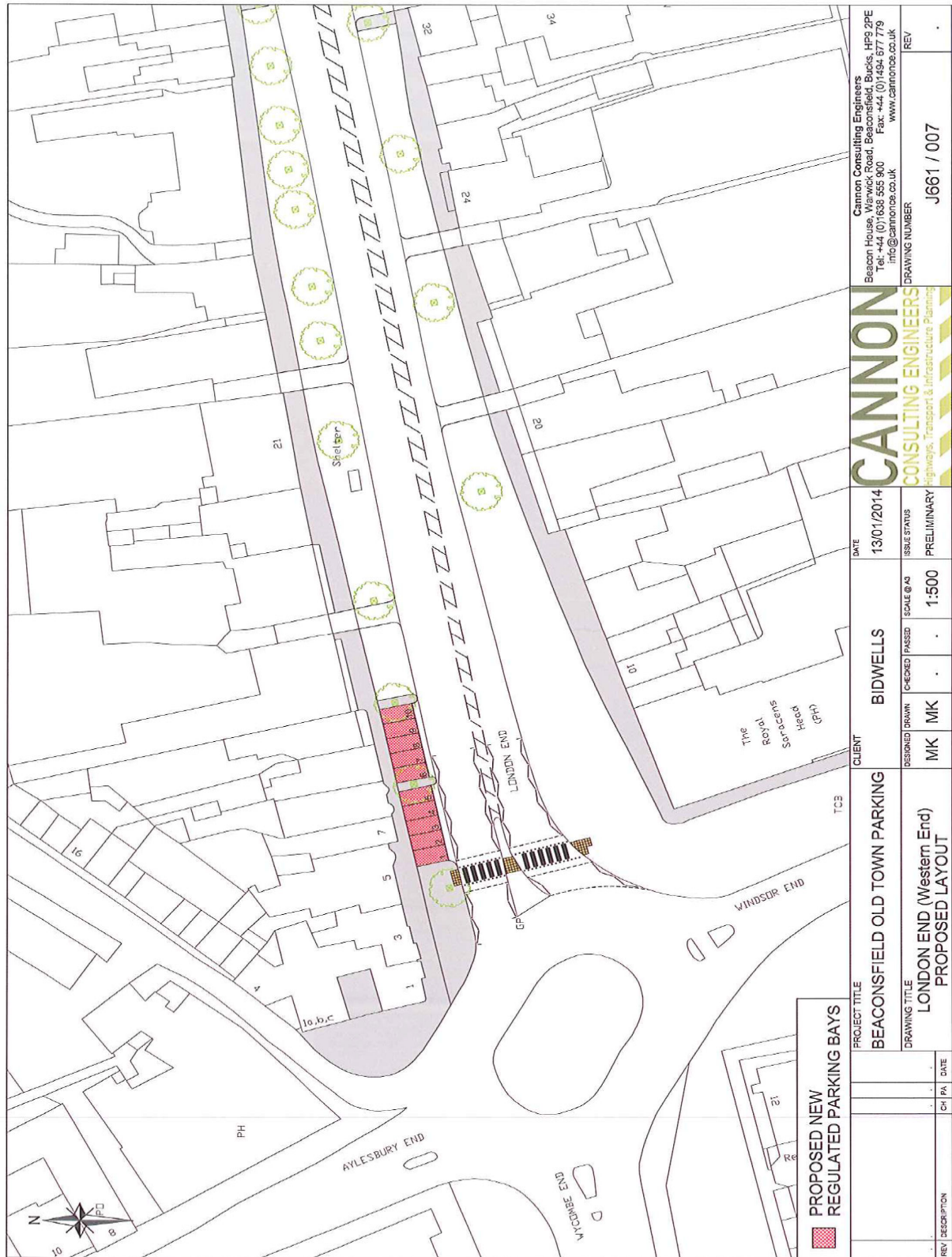
**Please complete and return your questionnaire by Friday 21st March 2014
in the reply paid envelope provided**

The Proposals



PROPOSED NEW
REGULATED PARKING BAYS

PROJECT TITLE	BEAONSFIELD OLD TOWN PARKING	CLIENT	BIDWELLS	DATE	13/01/2014
DRAWING TITLE	LONDON END PROPOSED LAYOUT	DESIGNED DRAWN	MK MK	CHECKED PASSED	
SCALE @ A3	1:500	ISSUE STATUS	PRELIMINARY	CANNON CONSULTING ENGINEERS Highways, Transport & Infrastructure Planning	
REV / DESCRIPTION	CH / PA	DATE		DRAWING NUMBER: J661 / 006	
NOTE THE PROPERTY OF THIS DRAWING AND DESIGN IS VESTED IN CANNON CONSULTING ENGINEERS AND MUST NOT BE COPIED OR REPRODUCED IN ANY WAY WITHOUT THEIR WRITTEN CONSENT			CANNON CONSULTING ENGINEERS Beaconsfield, Bucks, HP9 2PE Tel: +44 (0)1838 555 800 Fax: +44 (0)1838 677 779 info@cannonce.co.uk www.cannonce.co.uk		



CANNON
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Highways, Transport & Infrastructure Planning

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info@cannon.co.uk www.cannon.co.uk

DRAWING NUMBER: J661 / 007

DATE: 13/01/2014
ISSUE STATUS: PRELIMINARY

CLIENT: BIDWELLS
DESIGNED DRAWN: MK MK
CHECKED PASSED: . .
SCALE @ A3: 1:500

PROJECT TITLE: BEAconsfield OLD TOWN PARKING
DRAWING TITLE: LONDON END (Western End) PROPOSED LAYOUT

REV / DESCRIPTION	CH	PA	DATE

NOTE THE PROPERTY OF THIS DRAWING AND DESIGN IS VESTED IN CANNON CONSULTING ENGINEERS AND MUST NOT BE COPIED OR REPRODUCED IN ANY WAY WITHOUT THEIR WRITTEN CONSENT



South Bucks
District Council

Scale = 1:5000



Proposed area of land to be given to SBDC by Hall Barn Estates



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Appendix C. The Final Report from the Consultants



South Bucks District Council



BEACONSFIELD COMMON LAND PARKING CONSULTATION

May 2014

Final Report

Prepared by:

RTA Associates Ltd.
Groesynyd House
1 Cwrt Y Groes
Tyn Y Groes
Conwy
LL32 8TZ
tel: 01492 585055 mob: 07900 264137
www.rtaassociates.co.uk

EXECUTIVE SUMMARY

1. RTA Associates Ltd. has been commissioned by South Bucks District Council to undertake a consultation exercise relating to proposals for resolving some of the common land issues in the Ends in the Old Town and also the possibility of the introduction of some parking controls and charges in selected areas.

2. The Consultation was required to obtain the views of residents, offices, shops and other users of Beaconsfield Old Town about proposals to swap part of the common land to enable some regulated parking.

The Council proposes to introduce some regulated parking areas on London End in Beaconsfield Old Town (approx. 45 parking bays) with parking charges to promote limited stay. This would be achieved by swapping part of the existing common land for an area of open space on the edge of the town, to enable the introduction of some Pay and Display parking areas near the shops.

3. A consultation pack comprising a letter of explanation, a questionnaire and drawings showing details of the common land swap and the suggested parking areas was delivered to 1270 properties within a 500m. Radius of the Ends. A pre-paid reply envelope was provided.

Posters advertising a drop in event were placed on appropriate columns in the Ends, in the Town Council display cabinet, at Beaconsfield library and in several shops.

Key stakeholders were sent information packs by post:

4. The response (57.6%) to the consultation questionnaire is a much higher than average response and could be considered to be an indication of the interest in the proposals. However, 295 of the returned questionnaires are clearly the work on one individual (a business) and, therefore, these duplicates have been deleted from the assessment of the answers to the questionnaires - this reduces the percentage return to 38.9%; still an above average result.

5. We asked for details of the responders:

Responses			
Resident	Shop	Business	not stated
421	15	164	10

6. Full details of the responses to each of the questions and the various comments and suggestions made by the responders are given in the main report but the overall results can be summarised:

- The proposals have generated considerable interest within the local community;

Beaconsfield Old Town common land parking and land swap

- The views of the different categories of consultee are different with residents being more positive than businesses;
- The views of residents are generally very balanced:
 - o Slightly more are in favour of the proposed land swap than are opposed to it;
 - o 61.5% support the introduction of some limited waiting;
 - o Nearly half agree with the proposed locations of the new regulated parking areas;
 - o 52% are opposed to the introduction of parking charges.
- The views of the businesses that responded are more definite:
 - o 82% are opposed to the proposed land swap;
 - o 84.7% are opposed to the introduction of some limited waiting;
 - o 88.4% disagree with the proposed locations of the new regulated parking areas;
 - o 85% are opposed to the introduction of parking charges.
- Only a small number of shops responded and together with those who did not state a category the views are:
 - o 67% of those who expressed a view are in favour of the land swap;
 - o 61% of those who expressed a view are in favour of the introduction of some limited waiting;
 - o 63% of those who expressed a view agree with the proposed locations of the new regulated parking areas;
 - o 58% of those who expressed a view support the introduction of parking charges.

7. The views expressed in answer to Q11 - Overall are you in favour of the land swap and parking proposals? - vary by category of responder:

- The views of residents are nearly balanced - for and against;
- The views of the businesses are much clearer - 87.8% are against the proposals;
- 80% of the shops that responded supported the proposals;
- Overall there was a majority (59%) against the proposals.

8. It would seem likely that the level of support for the proposals by residents would be higher if there was not a linked proposal to introduce charges but this would be unlikely to change the views of the businesses.

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Beaconsfield Old Town common land parking and land swap

1. INTRODUCTION

RTA Associates Ltd. has been commissioned by South Bucks District Council to undertake a consultation exercise relating to proposals for resolving some of the common land issues in the Ends in the Old Town and also the possibility of the introduction of some parking controls and charges in selected areas.

The company is familiar with the parking issues in the Ends having undertaken a detailed parking study in 2009. At that time the recommendations made were:

- i. Introduce parking controls on the “common lands” with a suitable limit or limits on length of stay;
- ii. If charges are to be levied introduce a tariff structure which maximises choice for users by including a range of time bands; e.g. ½ hour, 1 hour, 1 1/2 hours, 2 hours;
- iii. Make provision on each of the Ends for parking for the disabled;
- iv. Make provision on each of the Ends for loading and unloading;
- v. Introduce additional parking restrictions on the approaches and exits at the roundabout;
- vi. Ensure that any proposed parking bays do not obstruct footways;
- vii. Mark individual bays to maximise the capacity of the parking areas;
- viii. Consider parking permits for residents of the Ends who do not have off street parking facilities;
- ix. Consider visitor parking permits;
- x. Monitor displacement of longer stay parking into neighbouring residential streets and consider where necessary additional parking controls and permit parking schemes.
- xi. Ensure that the rationale behind a new parking scheme is fully understood by the public.

2. THE BRIEF

The Consultation was required to obtain the views of residents, offices, shops and other users of Beaconsfield Old Town about proposals to swap part of the common land to enable some regulated parking.

The Council proposes to introduce some regulated parking areas on London End in Beaconsfield Old Town (approx. 45 parking bays) with parking charges to promote limited stay. This would be achieved by swapping part of the existing common land for an area of open space on the edge of the town, to enable the introduction of some Pay and Display parking areas near the shops.

Initial feedback had already been obtained from Partners and Stakeholders. These are Bucks County Council, Beaconsfield Town Council, Hall Barn Estates, Beaconsfield Society, and Beaconsfield Old Town Residents Association (BOTRA.).

The brief required a public consultation to obtain the views and feedback from the residents, workers, shops and others. All properties within a 500m radius of the Ends were to be consulted - estimated at 1500 properties. A map showing the extent of the consultation area is at Appendix 1.

Other residents wishing to comment were able to do so via the "Have Your Say" pages on the Council's website.

A drop in session for people to find out more about the proposals would also be required.

3. OUR APPROACH TO THE STUDY

Following discussions with Client Officers we prepared a consultation pack. This comprised a letter of explanation, a questionnaire and drawings showing the extent of the current common land and the suggested alternative area of common land. Also included were detailed drawings of the suggested parking areas.

A pre-paid reply envelope was provided and the whole pack was inserted in an envelope pre-printed with details of the contents.

Copies of the documents in the consultation packs are at Appendix 2.

Having agreed the content of the packs 2000 copies were printed. Delivery of the packs took place on Wednesday 5th, Thursday 6th and Friday 7th February. On the same days packs were also handed out to motorists parking in the Ends.

Posters advertising the drop in event were placed on appropriate columns in the Ends, in the Town Council display cabinet and at Beaconsfield library. Posters were also offered to local shops for display in their windows or on notice boards. A number took up the offer. A copy of the poster is included in Appendix 3.

Over the three day period the following actions were taken:

- Packs were delivered to approximately 1270 addresses
- 20 posters were erected in the Ends
- 28 posters were delivered to shops
- 2 posters were delivered to Beaconsfield library
- Approximately 300 packs were handed to drivers parking in the Ends

A total of nearly 1600 packs.

A significant number of people approached in the Ends said they already knew about the consultation and that they intended to respond online.

Inevitably there are a small number of properties where we could not deliver a pack; usually due to security accesses.

Beaconsfield Old Town common land parking and land swap

Key stakeholders were sent information packs by post:

- Beaconsfield Town Council
- The Beaconsfield Society
- Hall Barn Estates Ltd.
- Beaconsfield Chamber of Commerce
- BOTRA
- Parish Office
- Beaconsfield United Reform Church
- Beaconsfield Free Methodist Church

A drop in session was arranged on 19th February (2 p.m. to 8 p.m.) at The Fitzwilliams Centre in Windsor End.

4. THE QUESTIONNAIRE

A copy of the questionnaire is included in Appendix 2.

It was felt appropriate to keep the questionnaire as short as possible using, wherever possible, multiple choice questions although some “free text” boxes were included so that personal views could be expressed.

The questions asked were:

- Are you are resident, a business or a shop?
- Do you support the proposals to swap part of the common land for another piece of publically accessible land?
- Do you support the proposal to create some limited waiting areas in the Old Town?
- Do you agree with the proposed locations of the new regulated parking areas?
- Do you support the introduction of parking charges to assist the management of the parking spaces?
- Consideration is being given to the provision of dedicated parking places for residents without off street parking facilities who live close to the proposed parking areas? Do you support this idea?
- Consideration is also being given to the provision of dedicated parking places for disabled (blue) badge holders. Do you support this idea?
- The proposed open space will be managed for informal use - dog walking, etc. not at this stage as a formal park with a playground, etc. Do you support this proposal?
- Please tell us if you consider any essential items need to be considered for this open space. A free text box was provided.
- Please use this space to make any comments you may have about these proposals. A free text was provided.
- Overall are you in favour of the land swap and parking proposals?

Respondents were invited to provide their contact details if they wished to be updated in due course about the progress of this project.

5. THE ANALYSIS OF THE RETURNED QUESTIONNAIRES

There has been an above average response to the consultation questionnaire. A total of approximately 1570 questionnaires were distributed by:

- Delivery to properties
- Handing to motorists parking in the Ends
- Collected by visitors to the drop in consultation event.

A total of 905 questionnaires have been returned:

- Hard copies 739
- Emailed copies 166

The response is therefore in the order of 57.6%. This is a much higher than average response and could be considered to be an indication of the interest in the proposals. However, we do have concerns about 295 of the returned questionnaires (hard copies) as these are clearly the work on one individual (a business). We have therefore deleted these duplicates from our assessment of the answers to the questionnaires - this reduces the number being considered to 610. This reduces the percentage return to 38.9%; still an above average result.

The detailed analysis is given below:

5.1. Q1. Are you are resident, a business or a shop?

Responses			
Resident	Shop	Business	not stated
421	15	164	10

Beaconsfield Old Town common land parking and land swap

The responses to the multiple choice questions:

5.2. Q2. Do you support the proposals to swap part of the common land for another piece of publically accessible land?

The responses to this questions can be summarised:

- Residents were only marginally in favour of the land swap
- 82% of businesses were opposed to the proposal
- 73% of shops were in favour
- Overall 56% of respondents were against the proposal.

5.3. Q3. Do you support the proposal to create some limited waiting areas in the Old Town?

The responses to this questions can be summarised:

- 61.5% of residents were in favour of the the provision of some limited waiting in the Old Town
- 84.7% of businesses were opposed to the proposal
- Two-thirds of shops were in favour
- Overall the responses were balanced with 48% in favour and 49% against

5.4.Q4 Do you agree with the proposed locations of the new regulated parking areas?

The responses to this questions can be summarised:

- Nearly 50% of residents supported the proposed locations of the regulated parking areas
- 88.4% of businesses did not support the proposal
- 80% of shops were in favour
- Overall 57% were opposed to the proposal

5.5. Q5 Do you support the introduction of parking charges to assist the management of the parking spaces?

The responses to this questions can be summarised:

- 52% of residents do not support the introduction of parking charges
- 85% of businesses do not support the introduction of parking charges
- 73% of shops were in favour
- 28% of the residents who are in favour of the provision of some limited waiting areas (Q3) are opposed to the introduction of charges to assist the management of the parking spaces
- Overall 62% were opposed to the introduction of parking charges.

5.6.Q6. Do you support the provision of dedicated parking spaces for residents without off street facilities who live close to the proposed parking areas?

The responses to this questions can be summarised:

- 65% of residents support the provision of dedicated spaces for local residents
- 77.4% of businesses are opposed to the idea
- 80% of shops were in favour
- Overall 52% were in favour of some provision for local residents.

5.7. Q7. Do you support the provision of dedicated parking spaces for disabled (blue) badge holders?

The responses to this questions can be summarised:

- 69% of residents support the provision of dedicated spaces for the disabled
- Only 42% of businesses support the provision of dedicated spaces for the disabled
- 80% of shops were in favour
- Overall 61% were in favour of some provision for the disabled.

5.8. Q8. Do you support the proposal to use the new open space for informal use?

The responses to this questions can be summarised:

- 50.6% of residents support the proposal to use the new open space for informal use
- 72.6% of businesses do not support the proposal
- 73% of shops were in favour
- Overall 50% were in favour of the proposal.

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5.9.Q9. Please tell us if you consider any essential items need to be considered for the new open space?

172 (28.2%) respondents answered this question and there was a wide range of comments made. The main points made were:

- The land should be a car park [Note: there appears to have been a rumour in the area that this was the proposal]
- Need to provide litter bins and dog bins
- Need to ensure adequate security
- Public seating required
- Good landscaping scheme
- Need to improve the walking route to and from the Old Town [This may be linked to the idea of a car park]

Other points raised included:

- Need a formal play area and skate park
- The area is too remote
- Some concerns about users of the space causing additional parking and traffic problems in the area.

5.10. Q10. This is an open text box where respondents could add any comments they may have about the proposals

339 (55.6%) of respondents provided comments and, again, there was a wide range made in answer to this question. The main points made were:

- There was significant concern about the potential for additional displacement parking in the residential areas close to the Ends; some suggested that there is a need for residents' permit parking schemes in these areas.
- A number of respondents simply said "don't do it"
- There were some positive comments about the proposal for permits for local residents without off street facilities
- There was support for the principle of a control on the length of stay but with a preference for an initial "free" period
- There were differing views about the length of an initial "free" period
- Several requested the retention of free parking
- There was support for any controls to only operate Monday to Friday
- Some expressed concern that some businesses are perceived to be retaining their car parks for customers/visitors whilst their employees park on street

Other points raised included:

- Make all the parking in the Ends limited stay
- Build a new car park - locations suggested were near the Rugby club, to the rear of "The White Hart" and in Malthouse Square
- Some concerns were expressed about the design of the new parking areas, particularly where these are adjacent to pedestrian crossings
- One respondent suggested that long stay parking would best be controlled by the introduction of limited waiting between 11 a.m. and noon
- Some respondents felt that the existing parking could be maximised if the spaces were marked out
- There were several requests for cashless parking without pay and display Machines

5.11. Q11. Overall are you in favour of the land swap and parking proposals?

The responses to this questions can be summarised:

- 47% of residents support the land swap and parking proposals
- 87.8% of businesses do not support the proposals
- 80% of shops were in favour
- Overall 59% were opposed to the proposals.

It is interesting to consider the relationship between those the responses to Q3 and those to Q5. How many of those who responded positively to the concept of some limited waiting areas in the Old Town also supported the introduction of charges to assist the management of the parking spaces?

	Yes Q3	Yes Q5	No Q5	Undecided Q5
Residents	259	188	52	4
Businesses	21	8	13	0
Shops	10	9	1	0

6. OTHER RESPONSES

In addition to the returned questionnaires a number of written responses have been received and these are summarised below:

- Email of support for the proposal “in total”. Respondent further suggested that there are other parking issues that need to be addressed as soon as a land swap has been achieved:
 - o Seek to provide additional off street parking
 - o Ensure the Wilton Park development provides some long term parking
 - o Encourage rail operators to provide more parking at more reasonable cost.
- Opposes any reduction in the number of spaces available; suggests limited waiting without charges or if the objective is to deter long stay parking introduce a parking control between 11 a.m. and noon.
- Objection to the changes in the parking and the charges proposed
- Why is called a swap; what is the Council giving to Hall Barn in exchange?
- Introducing limited waiting in some areas will displace long stay parking to other areas; problems have been caused by planning decisions to allow office uses; unlikely to attract additional shoppers to area which provides for a niche market; the proposed new open space is isolated without good access; concerns about existing Royal Charters and the rights conveyed.
- Restricted parking is needed to:
 - o Minimise coach companies using the Ends as coach pick up points
 - o Stop garages parking customers vehicles in the Ends
 - o Stops advertising vehicles being parking on the highway
 - o Encourage businesses with off street parking to use it
 - o Discourage long stay parking by commuters
 - o Ensure vehicles are parked correctly.
- Concern to know which properties are owned by Hall Barn Estates

- Concerns about coach companies using the Ends as coach pick up points; what is required is a short stay shopper's car park because with the current proposals the people working in the Old Town will arrive first and fill the free spaces leaving the shoppers and visitors to pay in the controlled spaces; the Council should be encouraging businesses.
- Opposes the proposal; vehicles will be forced into residential areas; who will benefit from the scheme - the Council? Hall Barn Estates? No need for controls on Saturdays. Consider a multi-storey car park to the rear of "The White Hart".
- In principle not opposed to most of the proposals but would prefer free disc parking but if charges are necessary they should be lower than proposed; parking must be close to the shops.
- Opposed to the proposals; parking should remain free of charge to avoid pay and display machines, additional markings all of which will be detrimental to the Old town; long stay parkers will go elsewhere to park causing problems in residential streets; concerns about where customers of new businesses are going to park; limited waiting without charges preferred; what is really needed is a pay and display car park on the Wilton Park site for long stay parking together with permits for local residents to park.
- A local agent believes that some limited waiting will be beneficial to retailers but does not support the introduction of pay and display as this might deter shoppers from parking and increase the parking problems elsewhere. Would support unmetered free short stay parking for 2 hours.

Three of the key Stakeholders - Beaconsfield Town Council, The Beaconsfield Old Town Residents Association and the Beaconsfield Society - have also responded:

- The Town Council has considered the proposals and a copy of the minutes of the meeting is included in Appendix 4.
 - o The Members felt that the consultation papers were confusing and that it seemed that many people thought that the replacement common land would be used for car parking although this was clearly not the case.
 - o The Committee were concerned that there would be a practical loss of 60 car parking spaces in the Old Town and displaced vehicles would cause problems elsewhere
 - o There were also grave concerns that if the land swap went ahead then the decision could not be reversed and the character of the Old Town would be severely affected.
 - o The following resolution was passed:

RESOLVED that the Town Clerk be asked to respond direct to SBDC on the consultation with the views of the Town Council which are:

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- i. The Town Council believed that the questionnaire and paperwork connected with the consultation was both misleading and confusing and in practical terms would lead to a net loss of 60 parking spaces in London End;
- ii. A consequence of the loss of car parking spaces in the Old Town would create problems in other parts of the Old Town whereby displaced vehicles would park in nearby residential road which in itself would cause further problems;
- iii. If the proposal went ahead then it could never be reversed and the proposals would affect the character of the Old Town;
- iv. The Town Council could see no benefit to the residents or businesses of Beaconsfield in proceeding with the proposal;
- v. The Town Council considered that Wilton Park offered various possibilities which could be linked to parking in the Old Town, The Council strongly believed that no further action should be taken until the proposals for Wilton Park had been agreed;
- vi. Notwithstanding the loss of parking spaces, the Town Council does not see any benefit to the Town of the alternative piece of land offered;
- vii. Overall, the Town Council strongly opposed any measures to go ahead with the proposed land swap;
- viii. The Town Council looks forward to discussing with SBDC the findings of the consultation prior to any decision being made.

- The Beaconsfield Old Town Residents Association (BOTRA) committee members have considered the proposals. The Secretary reports that there are significantly differing views amongst the members. However, BOTRA very much welcome the consultation.

- The Beaconsfield Society has returned a questionnaire indicating their full support of the proposals.

In response to Q9 the Society comments:

"Safe and welcoming ingress to the site. Many remember this area as a murder site. Efforts should be made to improve the approach (and potential alternatives to Old London Road). Dog fouling bins."

In response to Q10 the Society comments:

"May Charter Fair continues without impediment. A free period without charge - 30 minutes - ESSENTIAL to maximise the rotation of the spaces and usage by business/retail visitors. Residents permits may be necessary BUT plenty of common land remains."

7. THE DROP-IN EVENT

The "drop-in" event was held at the Fitzwilliams Centre in Windsor End on Wednesday 19th February 2014 from 2 p.m. to 8 p.m. The event was widely advertised - in the

information pack and on posters displayed on street and in shops. Staff from RTAA, South Bucks District Council and Buckinghamshire County Council attended to answer questions.

The event was very well attended - 115 people signed the registration form but it is possible that a number of others attended but did not sign in.

A very wide range of views were expressed and some interesting discussions developed both with the staff present and amongst the visitors.

Reporters from the local press were also present.

The majority of those who attended were seeking clarification of the issues and proposal prior to deciding on their personal responses to the questionnaire. Several proprietors of local shops and businesses were interested in the detail of the proposals and, in particular, how they might affect their premises.

It was clear from the discussions that there was some confusion about the proposed land swap and in particular the use of the new area of common land. Many of the visitors had heard a rumour that the proposal was to develop a car park on the site and a lot of time was spent dispelling this.

8. REQUESTS FOR FURTHER INFORMATION

Recipients of the questionnaire were asked if they would like to be kept updated in due course about the progress of the project. Overall 317 have asked to be updated on the outcome of the proposals - 288 are happy to be contacted by post and 251 by email.

Interestingly, the majority of those wishing to be updated are residents:

	Update	Post	email
Residents	279	260	214
Businesses	35	26	35
Shops	3	2	2
	317	288	251

9. CONCLUSIONS

A number of conclusions can be drawn from the consultation survey:

- The proposals have generated considerable interest within the local community;
- The views of the different categories of consultee are different with residents being more positive than businesses;
- The views of residents are generally very balanced:

Beaconsfield Old Town common land parking and land swap

- o Slightly more are in favour of the proposed land swap than are opposed to it;
- o 61.5% support the introduction of some limited waiting;
- o Nearly half agree with the proposed locations of the new regulated parking areas;
- o 52% are opposed to the introduction of parking charges;
- o The majority support the provision of dedicated spaces for residents without off street parking and for the disabled;
- o There is a small majority in favour of the proposal to use the new open space informally.
- The views of the businesses that responded are more definite:
 - o 82% are opposed to the proposed land swap;
 - o 84.7% are opposed to the introduction of some limited waiting;
 - o 88.4% disagree with the proposed locations of the new regulated parking areas;
 - o 85% are opposed to the introduction of parking charges;
 - o 77.4% are opposed the provision of dedicated spaces for residents without off street parking;
 - o 55% are opposed to the provision of dedicated spaces for the disabled;
 - o 72.6% are opposed to the proposal to use the new open space informally.
- Only a small number of shops responded and together with those whose did not state a category the views are:
 - o 67% of those who expressed a view are in favour of the land swap;
 - o 61% of those who expressed a view are in favour of the introduction of some limited waiting;
 - o 63% of those who expressed a view agree with the proposed locations of the new regulated parking areas;
 - o 58% of those who expressed a view support the introduction of parking charges;
 - o The majority support the provision of dedicated spaces for residents without off street parking and for the disabled;
 - o 72.6% support the proposal to use the new open space informally.

The answers provided in the free text boxes provide a picture of the views of the respondents and a number of the comments stand out:

Q9. Please tell us if you consider any essential items need to be considered for the new open space?

- The need to provide good landscaping, seating, litter and dog bins is important;
- Better access will be required - although this request may be linked to the view that the land should be developed as a car park;
- Good security is important.

Q10. This is an open text box where respondents could add any comments they may have about the proposals

- If the scheme proceeds there will be a need to monitor the effects of any displacement parking in residential streets and for appropriate action to be taken;
- There was a clear preference for parking controls without charges;
- Some requested that any controls should only apply Monday - Friday;
- Several requests for the provision of off street car parking.

The views expressed in answer to Q11 - Overall are you in favour of the land swap and parking proposals? - vary by category of responder:

- The views of residents are nearly balanced - for and against;
- The views of the businesses are much clearer - 87.8% are against the proposals;
- 80% of the shops that responded supported the proposals;
- Overall there was a majority (59%) against the proposals.

The views of three key Stakeholders - Beaconsfield Town Council, the Beaconsfield Old Town Residents' Association and the Beaconsfield Society - are important to note:

- The Town Council is opposed to the proposals although there does seem to be some confusion in that they consider that there will be loss of 60 parking spaces which is not the case;
- The views of Residents' Association committee were varied and therefore the Association was unable to provide an agreed response;
- The Beaconsfield Society fully support the proposals.

It would seem likely that the level of support for the proposals by residents would be higher if there was not a linked proposal to introduce charges but this would be unlikely to change the views of the businesses.

Beaconsfield Old Town common land parking and land swap

Beaconsfield Town Council Minute

A discussion took place on the questionnaire and paperwork circulated by South Bucks District Council (SBDC) regarding the common land parking survey in the Old Town and the proposed land “swap”. RTA Associates had been commissioned by SBDC to consult local residents and businesses relating to amendments to the parking in London End, Beaconsfield.

The document indicated that for many years there had been concerns about the car parking arrangements on the common land in the “Ends” in the Old Town. SBDC were managers of the common land which was owned in part by Bucks County Council (BCC) and in part by Hall Barn Estates (HBE). The land was maintained by SBDC and the costs of previous environmental improvements had been met by SBDC, BCC and the Town Council.

At present approx. 425 vehicles could be parked on the common land, with parking being uncontrolled. There was a perceived problem for shoppers and visitors due to the use of the spaces for longer stay parking. A survey had been undertaken in 2010 by RTA Associates Ltd which had demonstrated that:-

- the current parking frequently exceeded the capacity leading to obstructive parking;
- there were conflicting demands for the available parking spaces from workers, visitors and shoppers.

The consultation document stated that SBDC had considered a number of options and had decided to explore the possibility of a land swap and the consequent release of the existing land from its common land status. Plans showed the current extent of the common land, the location of the replacement land “swapped” land and the location of the proposed new parking areas to be established in London End.

The proposed new parking area would comprise around 45 parking spaces which would be subject to “pay and display” controls with a tariff set to encourage short stay parking which it was hoped would result in shopper and visitor turnover. The suggested tariff would apply between 8am and 6pm Monday to Saturday inclusive and would be up to ½ hour - 50p, up to 1 hour - £1.10, up to 2 hours £1.60 and up to 3 hours (maximum stay) - £2.10, with overstay or non-payment incurring a penalty charge. The proposals would take into account the Charter May Fair and the weekly Charter Market.

A full and lengthy discussion then took place on the proposal. Members expressed the view that the consultation document had been both misleading and confusing - it seemed that many people thought that the land to be given for the “swap” in place of common land would be used for car parking, when this was clearly not the case. The land intended to be “swapped”, just off the Pyebush roundabout on the London Road was an area of Green Belt land, and was not capable of being used for car parking. It would only provide an informal recreational area.

The Committee expressed concerns that the proposal would result in a practical loss of 60 car parking spaces in the Old Town, and as a consequence, problems would be created in other parts of the Old Town as a result of those displaced vehicles having to find somewhere else to park.

The Committee also expressed grave concerns that if the land swap went ahead, then the decision could never be reversed and the character of the Old Town would be severely affected. In conclusion, the Committee considered that the proposal would be of no benefit to the residents and businesses of the town and no changes should take place before the question of the future of Wilton Park had been finalised. The Committee strongly considered that Wilton Park offered various possibilities which could be linked to parking in the Old Town.

After discussion it was

RESOLVED that the Town Clerk be asked to respond direct to SBDC on the consultation with the views of the Town Council which were:-

(1) The Town Council believed that the questionnaire and paperwork connected with the consultation was both misleading and confusing and in practical terms would lead to a net loss of approx. 60 parking spaces in London End

- (2) A consequence of the loss of car parking spaces in the Old Town would create problems in other parts of the Old Town whereby displaced vehicles would park in nearby residential road, which in itself would cause further problems;
- (3) If the proposal went ahead then it could never be reversed and the proposals would affect the character of the Old Town;
- (4) The Town Council could see no benefit to the residents or businesses of Beaconsfield in proceeding with the proposal;
- (5) The Town Council considered that Wilton Park offered various possibilities which could be linked to parking in the Old Town. The Council strongly believed that no further action should be taken until the proposals for Wilton Park had been agreed;
- (6) Notwithstanding the loss of parking spaces, the Town Council does not see any benefit to the Town of the alternative piece of land offered;
- (7) Overall, the Town Council strongly opposed any measures to go ahead with the proposed land swap;
- (8) The Town Council looks forward to discussing with SBDC the findings of the consultation prior to any decision being made.

**Appendix D.
Plan of the tarmac surfacing on the north side of London End.**



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LONDON END BEACONSFIELD
PROPOSED TARMAC RESURFACING AND
NEW BOLLARDS. 2014.

Appendix D.

Photos of the tarmac surfacing on the north side of London End.



Photos of the tarmac surfacing on the north side of London End.



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SUBJECT:	Christmas Free Parking
REPORT OF:	Officer Management Team - Director of Services Prepared by - Head of Environment

1. Purpose of Report

To decide whether to offer free parking at the Council's car parks on two Saturdays in December 2014.

2. Links to Council Policy Objectives

2.1 To contribute to the Council's medium term aim of planning for a thriving and sustainable South Bucks, with vibrant towns and villages.

2.2 This matter also contributes to the Council's aim to deliver value for money services that are driven by customer and community needs.

3. Background

3.1 In order to encourage the use of local shops within the District in the run up to Christmas, the Environment PAG in September 2013 agreed to recommend to Cabinet that for two Saturdays in December 2013 the Council's pay and display car parks should be free of charge.

3.2 The recommendation was accepted, and the public was allowed to use the car parks free of charge on Saturday 7th and Saturday 14th December.

3.3 On 7th December usage was higher than a normal Saturday in the Gerrards Cross car parks, but there was no increase in the other areas. On 14th the Beaconsfield car parks were very busy in the morning, whereas the Gerrards Cross ones were less busy than the preceding week.

4. Proposal/Discussion

4.1 One headline in the local press in November said "If you know free parking works let's have it all year". It is however difficult to quantify the benefit to local businesses of providing free parking. A story in the Burnham Advertiser in January suggested that trade in Burnham High Street had improved in December year on year, however the article went on to imply that the really busy day was Monday 23rd when car park charges were normal.

4.2 Members are asked to consider allowing free parking in the Council's car parks on two Saturdays in December.

4.3 If Members are agreeable, officers suggest consulting local businesses to decide which Saturdays would be best.

4.4 Officers estimate that the cost per Saturday in lost revenue would be approximately £3,000.

5. Resources, Risks and other implications

- 5.1 There are no figures for assessing the benefit to local traders of having a free Saturday.
- 5.2 The Council will lose revenue of about £6,000 for two Saturdays.
- 5.3 The cost of arranging free days is negligible.
- 5.4 We will need to put notices up in the car parks one month prior to the free days.

6. Summary

- 6.1 The Environment PAG is asked to note the contents of this report.
- 6.2 Members of the PAG are asked to advise the Portfolio Holder whether to recommend to Cabinet that there should be free parking in the Council's car parks on two Saturdays in December, and to recommend which Saturdays to choose.

Portfolio Holders:	Councillor N Naylor
Officer Contact:	Chris Marchant 01895 837360 Chris.marchant@southbucks.gov.uk Andrew Crow 01895 837259 andrew.crow@southbucks.gov.uk
Background Papers:	None

SUBJECT:	Burnham School Car Parking Plan
REPORT OF:	Officer Management Team - Director of Services Prepared by - Head of Environment

1. Purpose of Report

To consider whether to allow free parking for parents dropping off and picking up children from St Peter's School, Burnham.

2. Links to Council Policy Objectives

- 2.1 To contribute to the Council's medium term aim of planning for a thriving and sustainable South Bucks, with vibrant towns and villages.
- 2.2 This matter also contributes to the Council's aim to deliver value for money services that are driven by customer and community needs.

3. Background

- 3.1 St Peter's School is situated in Minniecroft Road, Burnham, opposite the Health Centre. Many parents travel to and from school by car, and parking near the school is an issue at drop off and pick up times.
- 3.2 The headteacher of St Peter's, Ms Blount, has contacted SBDC to request that parents should be allowed to park free of charge in the Council's Summers Road car park during peak times in order to alleviate congestion, that is to say between 8.30am and 9.15am in the mornings during term time and between 3.15pm and 4.00pm in the afternoons.
- 3.3 The School has offered to deal with issuing permits to parents and to consider making arrangements to meet the children in the car park and walk them to the school.

4. Proposal/Discussion

- 4.1 In the early morning on weekdays, the car park at Summers Road is used mainly by customers buying all day tickets. Short term usage of the car park during the times in 3.2 above is not great. Officers estimate that the loss of income from allowing free parking during those times would be modest. The School is prepared to deal with the administration of permits for the proposed scheme, so there would be no other direct costs to the Council.
- 4.2 The car park has 62 places and it is likely that up to 50 of those parking bays would be available during the periods indicated. To avoid congestion at the car park officers suggest that the number of permits should be limited to 70.
- 4.3 The Headteacher has proposed having a trial period of six months. It is suggested therefore that the trial period should be the Autumn and Spring terms of 2014-15. However the trial may be cancelled at any time if the Council decides that the behaviour of parents is unacceptable.

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- 4.4 The permits will only be valid at the times indicated in 3.2 above, Monday to Friday, during term time. The allowed times and days will be shown prominently on each permit so that there can be no confusion. The parents must be clearly told by the School that any misuse of a permit will result in an excess charge notice being issued.
- 4.5 The School should have a responsible person on duty at the car park during the morning and afternoon periods in order to ensure the safety of the children.
- 4.6 Before the end of the trial period, the Council will carry out a review of the scheme in conjunction with the Headteacher. Topics for the review will include whether congestion near the School has been relieved; whether the children have been able to walk safely between the School and the car park; whether parents have abided by the rules; whether the number of permits is suitable.
- 4.7 In order to justify the concession on parking charges for parents the scheme will need to be linked to the School's travel plan. SBDC will need to obtain confirmation from the Headteacher that it will be included in the next version of the travel plan and that Buckinghamshire County Council is in agreement.

5. Resources, Risks and other implications

- 5.1 Having many cars going in and out of the car park at the same time may constitute a risk for pedestrians, particularly for children. This may be mitigated by the School having a responsible person on duty at the car park at relevant times.
- 5.2 The scheme may be thought to have created a precedent.
- 5.3 The Council will lose revenue but it is estimated that this will be modest.
- 5.4 To avoid confusion about the validity of the permits, the times and dates of availability will be printed on the permits. The wording of the permits will be subject to approval by the Council.

6. Summary

- 6.1 The Environment PAG is asked to note the contents of this report.
- 6.2 Members of the PAG are asked to advise the Portfolio Holder whether to recommend to Cabinet that a trial scheme should be introduced to allow free parking at Summers Road car park for parents of children at St Peter's School, with delegation to the Head of Environment and the Portfolio Holder to agree the details of the scheme with the School.

Portfolio Holders:	Councillor N Naylor
Officer Contact:	Chris Marchant 01895 837360 Chris.marchant@southbucks.gov.uk Andrew Crow 01895 837259 andrew.crow@southbucks.gov.uk
Background Papers:	None

SUBJECT:	Flats Service Review Report
REPORT OF:	Officer Management Team - Director of Services Prepared by - Head of Environment

1. Purpose of Report

- 1.1 To update Members on the proposed service review for flats.

2. Links to Council Policy Objectives

- 2.1 This matter is related to the following local and national policy objectives:

- South Bucks Sustainable Community Strategy and Corporate Plan Key Theme - Sustainable Environment - protecting our heritage, protecting our future.
- Council priority to continue to improve the street scene and cleanliness of the district as a key public services coordinator
- The current Joint Waste Management Strategy for Bucks policies, including “securing a long-term strategy for the management of wastes for which the member authorities are collectively responsible”.
- The Council’s recycling/composting target of 60% by 2025 as part of the Joint Waste Management Strategy for Bucks. The national target of 45% by 2015 and 50% by 2020. There are no longer District specific targets.

3. Background

- 3.1 In March 2013 this PAG agreed with the recommendations of a report presenting the background, estimated costs and operational implications of changing refuse and recycling services in the District. The new service consisted of providing alternate week refuse and enhanced recycling collections together with food waste and a chargeable garden waste service. Operational roll out of flats was deferred until Summer/Autumn 2014 so that appropriate collection policy and methods could be identified and put into place.
- 3.2 Following the property assessments for wheelie bin suitability, flats that were identified as suitable for the standard food waste service were allocated either standard wheelie bin or the modified blue sacks service and were delivered containers at the same time as households. Approximately 1800 properties are on the standard/modified service.
- 3.3 Approximately 3000 properties across at least 200 sites have remained on either a weekly black sack or weekly bulk collection due to being unsuitable for the standard food waste collection service. This could be a block of flats, a converted larger property or maisonettes for example.
- 4.1 Every block of flats differs in terms of building features, management structures and types of resident; it is therefore counterproductive to offer one ‘blanket’ service to all flats and it has become apparent that providing effective services to flats is more complex than initially thought. **Appendix A** gives some background information and other Local Authority experiences in flats recycling and food waste collection schemes.

4. Flats Service Review

Aims and Objectives

- 4.2 The aim of the Flats Service Review is to provide residents with an improved service and thereby increase the amount of recycling collected and resident participation in flats by bringing collection services in line with the rest of the district.
- 4.3 This will be achieved by;
- Implementing weekly food waste collections from communal containers wherever possible
 - Ensuring recycling provision is in line with the new collection service, i.e. the appropriate capacity and container provision for separate 'mixed recycling' (i.e. plastics, cans, bottles and cardboard and 'paper recycling' collections.
 - Providing containers, wherever possible, for the storage and collection of refuse as it is very difficult to monitor and enforce the four black sacks per fortnight per property particularly from communal collection points.
 - Reducing the frequency of refuse collections from flats to fortnightly or where this is not possible reduce the capacity provided for refuse collected on a weekly basis.
 - Consulting with property managers and resident representatives to ensure suitable storage and access is available to facilitate safe collections.
 - Communicating the new collection service to residents and enable them to take part in recycling schemes.
 - Enhancing the services to flats will also have the additional benefit of reducing the number of properties on the bulk collection rounds so make the overall service more efficient.

Prioritisation

- 4.4 There are still around 3000 properties receiving weekly refuse collections, not all of which will currently have recycling services in place. These are putting added pressure on the bulk round and will still be disposing of significant amounts of refuse, therefore the order of priority for review will be;
1. Current Weekly sack collections - aim to introduce food waste, update recycling collections, reduce frequency of refuse collection and introduce refuse containers wherever possible.
 2. Current Bulk collections - aim to introduce food waste, update recycling collections and reduce frequency of refuse collection wherever possible.
- 4.5 Properties on the standard/modified service will be monitored and evaluated to ensure the system is working or whether communal facilities would be more successful.

Timescales

- 4.6 In order to implement successful refuse and recycling collection services it is important to identify and address any barriers at each site. Officers have already started conducting inventories of weekly sack/bulk properties which will form the basis of site visit discussions with property managers and residents to establish the best way forward for each site.

- 4.7 It is estimated that the review will take until at least the end of October to visit and implement changes at all sites, see table 1 below, a full project plan has been established. Some sites that require more substantial works by the property manager may be finished later. If additional staffing resources outlined in section 7 below are not agreed then the project is unlikely to be completed before the New Year.

Table 1. Service Review Timetable

Time frame	Action	Details
May/June	Flats inventory	<ul style="list-style-type: none"> Conduct inventory of existing weekly/bulk property details, collection arrangements, management contact and storage/access/H&S issues. Prioritise properties for review.
June/July	Contact property managers	<ul style="list-style-type: none"> Introduce review, actions, timescales etc. schedule site visits. Select sites to trial food waste collection methods.
July to September	Site visits & Identification of works	<ul style="list-style-type: none"> Conduct site visits with property managers; identify and carry out works if required. Establish roll out programme. Notify residents of when changes will take place.
September/October	Service Roll Out	<ul style="list-style-type: none"> Scheduled installation of recycling/food waste containers . Introductory events to hand out 'Flat Packs'
October/November	Monitoring & Evaluation	<ul style="list-style-type: none"> Monitor and evaluate food waste and recycling collections. Monitor properties on the standard/modified service to identify any issues.

5. Proposed Collection Methods

- 5.1 **Appendix B** depicts what the flats waste and recycling collection service could look like, there may be small variations and the best solution will be selected for each site.

Food Waste

- 5.2 Guidance for storing food waste states that it must be secure and properly contained to prevent spillage and access to vermin in order to be compliant with the Animal by Product Regulations. Containers must be leak proof and securely covered. Where bins are stored outside of bin stores they should ideally be locked or secured into place either by housing units or fixed frames.
- 5.3 Food waste collections from flats are much more complex than from households. Research and experience from other Local Authorities shows lower participation rates in flats due to the additional effort that is required by residents, key to maximising participation is to pay particular attention to container/liner provision and bin security/cleansing
- 5.4 It is proposed that food waste is collected by residents in 5L kitchen caddies, the same as households, which are then emptied into brown lidded communal wheelie bins not larger than 140L to minimise manual handling. Specialised lockable 140L food waste

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containers can be installed for sites that require the additional security. A number of sites will be selected to trial the collections/containers.

- 5.5 Residents in flats will be provided a sample roll of 52 liners, like households, however research and experience has shown that much higher participation and volumes of food waste can be expected from flats if liners are provided on an ongoing basis. This would involve an ongoing cost for the Council, and is something that will be reviewed following the roll out and monitoring of the new communal food waste collection scheme, before any final decision is made.

Paper and Mixed Recycling

- 5.6 Flats will be provided with containers to facilitate the separation of 'mixed recycling' and 'paper and grey/white card'. All recycling containers are provided free of charge and may be a mix of clearly labelled bulk and wheelie bins, the size and number will be dependent on capacity required, storage space and access. Where there is no space for containers properties will remain on the modified blue recycling sack and black box service.
- 5.7 Participation in recycling schemes tends to be higher where recycling is made as easy as refuse disposal and where local authorities have provided bags to enable residents to separate and transport recyclable materials. It is proposed that residents are provided with re-usable bags that are split and with clear instructions on recyclable items. These will form part of a 'Flats Pack' discussed in section 6.2 below.

Refuse

- 5.8 The aim will be to provide containers for the collection of refuse wherever possible in order to limit capacity for refuse and offer a cleaner and safer method of refuse storage and collection. As far as possible clearly labelled shared black 240L/360L wheelie bins will be provided, there will be no charge for these containers.
- 5.9 For larger blocks of flats or where space is of particular concern it may be more efficient to provide 1100L bulk bins, however there is a hire charge for these containers of £126 per bin per year. This charge is purely for the hire and maintenance of these larger bins and does not cover collection or disposal costs. Many sites where these containers are required already have them in place and there are currently over 300 bulk bins in the district bringing in an income of over £37,000 per year.
- 5.10 Property Managers understand that there may be such waste management costs involved and this charge provides an added incentive to residents to reduce refuse by making good use of recycling facilities. Housing Associations such as L&Q Housing have already indicated they are happy to incur these costs where necessary with the support of the council in explaining the reasons to residents.
- 5.11 There may be a minority of sites that will have to remain on weekly collections either with or without food waste collections.

Garden Waste

- 5.12 Property Managers or residents (individually or collectively) may choose to subscribe to the chargeable garden waste collection service in the same way as households and receive fortnightly collections from green bins or sacks as appropriate.

6. Communication, Consultation and Engagement

- 6.1 It is essential to consult with property managers and resident representatives as some sites may require small changes/works to facilitate more effective collections. Engaging

relevant stakeholders before making any changes to collection services will give the highest chance of success when introducing new schemes such as food waste collections. Property managers and representatives will be contacted and on site meetings scheduled to discuss the proposed arrangements and residents will be notified of when changes to collections will happen.

6.2 Communication with residents in flats is key to a successful recycling service and should not be underestimated. The service review also represents a fantastic opportunity to communicate directly with residents that are otherwise hard to reach and engage in recycling and waste prevention initiatives. It is proposed that as new recycling facilities are installed Officers host an introductory 'event' to talk residents through the changes and to hand out a 'flat pack' consisting of the following;

- Re-usable split bag for separating and transporting recycling
- Service information booklet
- Silver food waste kitchen caddy and roll of 52 liners

6.3 These 'flat packs' can also be given to residents in new apartment developments as they arise and to property managers to give to new residents as they move in. Posters to promote recycling and waste minimisation will also be developed for communal noticeboards/ areas.

7. Costs

7.1 Capital costs for resources required to maximise recycling in flats such as additional 1100L bins, specialised food waste containers/brown lids, re-usable bags etc. can be met from capital carry over and revenue costs can be met by existing budgets.

7.2 However due to the number of properties to be reviewed and the complexities involved in flats collections additional staffing resources are required in order to ensure the project is completed in a timely manner. Members are asked to approve an additional revenue cost of £13,994 to extend the Recycling Assistant post for a further six months to assist the Waste Project Officer with the project.

7.3 Due to the specific barriers to flats recycling ongoing communication and liner provision is key which will mean ongoing costs for the Council however these can potentially be met within existing budgets and by ensuring the most effective methods i.e. calendar and liner delivery together. This will be reviewed as part of the 2015/16 budget process and a decision made at that time.

8. Resource and Wider Policy Implications

8.1 Cabinet and Council are requested to make an additional £13,994 Revenue available in the budget.

8.2 An additional decision will need to be made on the question of on-going caddy liner provision to flats. A further report will be prepared for this PAG detailing the potential costs and benefits once food waste collections from flats have commenced.

8.3 Potential risks are as follows;

- Current records of flatted properties are not very detailed; a higher number of properties and sites may be identified as the inventory is carried out leading to increased costs.
- The Recycling Assistant role is not extended and so all work is completed by the Waste Project Officer, this will lead to longer completion times most likely into the new year.

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9. Summary

- 9.1 Members are asked to note the content of this report and advise the Portfolio Holder as to whether;
- Cabinet should approve the additional £13,994 Revenue budget to fund a six month extension of the Recycling Assistant Post.
 - To review the ongoing provision of liners to flats in order to maximise participation and the amount of food waste collected, following the roll out.

Officer Contact:	Simone Singleton, Waste Project Officer, 01895 837213 simone.singleton@southbucks.gov.uk
Background Papers:	Previous Reports on this matter.

Appendix A: Flats Service Review Report

Relevant Experience of Flats Recycling Collections

Many lessons can be learnt from Local Authorities that have already introduced recycling and food waste collections from flats. Below is the main guidance and experiences of other Councils that have been contacted so far.

Waste and Resources Action Programme (WRAP)

WRAP has produced guidance specifically to assist local authority officers to launch, manage and improve recycling and food waste collection schemes for blocks of flats. It specifically contains a section on food waste collections outlining legislative requirements and providing case studies for the various collections options and types of flats.

<http://www.wrap.org.uk/content/recycling-collections-flats-introduction>

Chiltern & Wycombe District Councils

Closest to home Chiltern & Wycombe are currently carrying out inventories of flats which has taken much longer than they anticipated, they have three full time roll out officers that have been conducting inventories since Christmas and are still not complete. Food waste collections in flats are currently being introduced so it is still early days, the CDC/WDC policy is to install standard 140L's and they are not providing liners at all. The Waste Project Officer will continue to get updates on their progress and experiences.

London Borough of Islington

Islington received funding to roll out food waste collections to 10,000 flatted properties in 2010/2011. They provide a weekly collection from 240L standard bins initially but in a second phase moved to 140L specialised food waste bins with locked lids and aperture. Households are provided with a 5L internal caddy and free liners, replacement liners can be obtained from libraries, caretakers, Estate Officers and community centres. They carried out extensive communication with stakeholders and ongoing communications. Food waste collected is around 1.2kg per property.

London Borough of Tower Hamlets

Tower Hamlets provides food waste collections to around 4,000 flatted properties. They use 240L wheeled bins and provide kitchen caddies and starch liners (for free) but the bins themselves are not lined. Some blocks have fixed housing units which does encourage more residents to use the service- the units are neater and appear more hygienic.

The biggest issue they have is residents using plastic carrier bags which contaminate the bins. Some still use starch liners but then transport in a carrier bag (to prevent spillage) and not tip out the contents, however, this is more of a problem on the taller blocks that have the scheme.

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Appendix B: Flat Service Review Report

Example Flats Waste and Recycling Service

Flats are wherever appropriate to be given clearly labelled communal containers as displayed below, they will either receive set one, two or a mixture of both;

Set One



Refuse
240L/360L



Mixed Recycling
240L/360L



Paper Recycling
240L



Food Waste
140L

Set Two



Refuse
1100L



Mixed Recycling
1100L



Paper Recycling
240L



Food Waste
140L

Each property will receive the below 'flat pack'



Re-usable
bag



5L Kitchen
Caddy



Roll of 52
liners



Service information
booklet and calendar

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SUBJECT:	Garden Waste Renewals
REPORT OF:	Officer Management Team - Director of Services
	Prepared by - Head of Environment

Purpose of Report

- 1.1 To agree the internal policy of how garden waste renewals will be handled for 2015/16 and beyond for the subscription based garden waste collection scheme which started on 31st March 2014.

Background

- 2.1 It was initially estimated in September 2013 that up to 7,000 residents would subscribe in 2014/15. This financial year 5,631 properties have been included on the scheme and are receiving a collection. Residents are advised when they sign up that they will receive 25 collections between 31 March 2014 and 3rd April 2015 and that collections will not take place between 22nd December 2014 and 2 January 2015.

The initial charge was £35 if residents signed up by 1st January and then the charge reverted to £45 included VAT. The income for this financial year was based upon 5,900 customers signing up. The 5,631 residents who have signed up to the service did so over a period of 4 months.

- 2.2 Payment for the service is required each year in advance and that they will be notified of the charge and payment date in January/February each year. Should no payment be received by the specified payment date, the service will be withdrawn and the wheeled bin removed.
- 2.3 Residents can pay for the new garden waste collection service online, over the phone or in person by cash / cheque.

3. Discussion

- 3.1 Options for renewal are: -

- Option 1; a resident's renewal date will be 12 months after their first payment is received.
- Option 2; the renewal date for all residents will be the first day of the new financial year.

- 3.2 Key Considerations for Option1:

- ✓ No price adjustments will be required for residents joining the service part way through a year.
- ✓ No adjustment to terms and conditions on the website throughout the year.
- ✓ Multiple renewal dates across the whole year, will be more complicated to manage although this will begin to happen over time but the bulk of renewals will be around March each year.
- ✓ Regular mailshots to a percentage of residents advising when payment is due for the following year and then advising removal of the bin if no payment is received.
- ✓ Removal of bins will be spread over a period of months with possible economies of scale being reduced in terms of the bin removal resource.

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- ✓ Management and control of data for the in-cab devices will be more complicated and may result in increased missed collections or customers receiving a collection they are not entitled to.

Key Considerations for Option 2:

- ✓ The bulk of payments for existing customers were taken prior to 31 March 2014.
- ✓ Subscriptions for the largest percentage of customers will be received by the end of May which allows prudent financial and resource planning.
- ✓ Only a single mailshot for each communication will be required.
- ✓ A clear plan for the removal of containers can be delivered in an efficient and effective manner.
- ✓ Data held by the in-cabs can be updated and controlled.
- ✓ Website will need to be updated each month.
- ✓ Customer's subscribing after 1st April each year will pay a charge based on a sliding scale.
- ✓ Sliding scale of charges to be agreed based on £45.00 per year, potential early renewal discount reduction to £35.00, half year collections £30.00, quarter year collections £20.00.

- 3.3 Officers views are that as we should have one renewal date at the beginning of each financial year.

Members' views are therefore sought regarding the renewal date.

4. Risks and financial implications

- 4.1 There will be the usual risks or financial implications outside the agreed budgets associated to this decision.

5. Summary

- 5.1 The advice of the PAG is sought on which is their preferred option when dealing with renewals.

Portfolio Holder:	Councillor N Naylor
Officer Contact:	Chris Marchant 01895 837360 Chris.marchant@southbucks.gov.uk
Background Papers:	None

SUBJECT:	Grounds Maintenance Contract Future
REPORT OF:	Officer Management Team - Director of Services Prepared by - Head of Environment

1. Purpose of Report

- 1.1 To seek agreement for a one or two year extension of the joint grounds maintenance contract with Wycombe and Chiltern District Council

2. Links to Council Policy Objectives

- 2.1 This matter is related to the Council's aims to help to provide a clean and decent district where there is pride in, and ownership of, our surroundings and public space. This matter contributes to the Council's aim to deliver value for money services.

3. Background

- 3.1 South Bucks District Council and Chiltern District Council have established Joint Arrangements to work together to share a senior management team and examine opportunities for further savings by joining together of services, assets, officer posts and officer teams.
- 3.2 SBDC already operates a grounds maintenance contract with John O'Connor (Grounds Maintenance) Limited which is shared with both Wycombe and Chiltern Councils. This contract is for an initial term of five years from 1 April 2010 and can jointly be extended for up to 3 years. The grounds maintenance work is both planned and reactive. The present value of this for SBDC is £61,170.00 pa.

4. Discussion

- 4.1 Advantages of a joint contract include:
- ✓ Potential savings for both parties as a larger contract
 - ✓ Increase efficiency and minimise management effort by having fewer small contracts
 - ✓ Assist towards closer working and potential future management changes
 - ✓ Simplify arrangements with one point of contact for all such work at both Councils.
 - ✓ Surety of contract price for the next 2 years within current budgets

- 4.3 Separate specifications have been prepared and delivered for each council based on their particular requirements but with common terms and conditions of contract. Each council is being billed for work done specifically for that council.
- 4.4 This approach would not pre-judge the outcomes of the management service review which will take place later this year.
- 4.5 A similar approach is being adopted by both Chiltern and Wycombe Councils.
- 4.6 Members' views are therefore sought regarding the extension of the contract.

5. Risks and financial implications

- 5.1 There will be the usual risks associated with this extension and no TUPE implications. The contract has been operated professionally and competently since 1st April 2010. There have been no significant failures in delivering the contract to date and there are no issues with the current contractor.
- 5.2 A similar report has been presented to Members of CDC.

6. Recommendations

- 6.1 The advice of the PAG is sought on whether the Portfolio Holder should be asked to recommend to Cabinet that, subject to the agreement of CDC and Wycombe District Council, the current contract with John O'Conner (Grounds Maintenance) Limited be extended for a further 1 or 2 years.

Portfolio Holder:	Councillor N Naylor
Officer Contact:	Chris Marchant 01895 837360 Chris.marchant@southbucks.gov.uk
Background Papers:	None

SUBJECT:	Waste Collection Service Update Report
REPORT OF:	Officer Management Team - Director of Services Prepared by - Head of Environment

Purpose of Report

- 1.1 To update Members on the progression of the new refuse and recycling collection service.

Links to Council Policy Objectives

- 2.1 This matter is related to the following local and national policy objectives:
- South Bucks Sustainable Community Strategy and Corporate Plan Key Theme - Sustainable Environment - protecting our heritage, protecting our future.
 - Council priority to continue to improve the street scene and cleanliness of the district as a key public services coordinator
 - The current Joint Waste Management Strategy for Bucks policies, including “securing a long-term strategy for the management of wastes for which the member authorities are collectively responsible”.
 - The Council’s recycling/composting target of 60% by 2025 as part of the Joint Waste Management Strategy for Bucks. The national target of 45% by 2015 and 50% by 2020. There are no longer District specific targets.

Background

- 3.1 In March 2013 this PAG agreed with the recommendations of a report presenting the background, estimated costs and operational implications of changing refuse and recycling services in the District.
- 3.2 In September 2013 RPAG recommended acceptance of the capital and revenue budgets to support the delivery and operation of new waste and recycling services.
- 3.3 The new waste and recycling service started on 24th February 2014 providing an alternate weekly collection of waste and recycling and a separate weekly collection of food waste. The subscription based garden waste collection service started on 31st March 2014.

Update on Key Factors

Paper Sort Facility (PSF) and UPM Contract

- 4.1 Paper and card was sorted at the PSF at the London Road depot until our new depot at Dropmore Road was fully operational on 10th February 2014, when we start tipping paper and card at Dropmore Road. It is no longer being sorted into the two separate grades and is being sold directly to UPM.
- 4.2 A revised legal agreement is currently with the CDC legal department for sign off and a bespoke agreement for SBDC following our cessation of the use of the PSF is being finalised at the time of writing.

Dropmore Road Depot

- 4.3 Construction is complete and the depot is fully operational including office facilities, the internal bulking bays for paper and co-mingled recycling and on-site parking.
- 4.4 Bulking of recyclable materials continued at London Rd until 10th February 2014 and a gate fee for this was being charged by Serco.

Co-mingled recycling is being bulked at Dropmore Road and then transferred to a Biffa MRF at Edmonton. A gate fee is being charged for the transfer and processing of the recycling.

Food Waste

- 4.5 The brown 23l small food waste bins, silver 5l kitchen caddies and starter packs of 50 compostable liners were delivered in January and February 2014.
- 4.6 The new vehicles arrived in February 2014 and we are the first Council to be using the new Euro VI vehicles
- 4.6 Monthly meetings with Bucks CC took place so that we are able to give early warning of any extended hours required at High Heavens. There was no requirement to request additional hours throughout the roll out phase which was good as it is unlikely that High Heavens will be open past 12.30 on catch up Saturdays until the August Bank Holiday.
- 4.7 Food waste is delivered directly to High Heavens, this is a BCC authorised site. It is then transferred to an anaerobic digestion plant in Wallingford which produces gas and electricity from the waste.

New Service Update

Recycling

- 5.1 The blue-lidded recycling bins were delivered in January and February 2014. Around 1000 properties were provided with opaque blue sacks for recycling. The vehicles arrived during February and March, and the existing fleet was used in place of vehicles that were late. The mixed recycling is taken to Biffa MRF at Edmonton and this contract will be reviewed in 18 months' time and options considered.
- 5.2 Small items of Waste Electrical and Electronic Equipment (WEEE) and batteries collected from households are being recycled by Biffa through their national compliance scheme.
- 5.3 Textiles will be reused and recycled by the Salvation Army, who already have a strong network of textile bins in the District and appear to be popular with residents.
- 5.4 The new vehicles arrived in March and April 2014. The existing fleet is now ready for resale and disposal.
- 5.5 Focus is now being placed on advising resident not to put brown card in their recycling box. Once the percentage of brown card is reduced we will be able to obtain an improved price for the paper.

Refuse

- 6.1 The black-lidded refuse bins were delivered in early January and February 2014.

- 6.2 The new vehicles arrived in March and April 2014. The existing fleet is now ready for resale or disposal.
- 6.3 One issue of concern for the residual waste stream is the potential for garden waste to be included in the black bin from properties where residents have not subscribed to the new garden waste scheme. This would have a negative effect on the overall diversion rate.

Garden Waste

- 6.3 The garden waste collection service began on 31st March, 5 weeks after the start of the changes to refuse and recycling collections. Existing food and garden waste wheelie bins were removed from properties that haven't subscribed following their final food and garden waste collection.
- 6.4 Not all bins were out and it is expected that the retrieval of all bins will take some time. Some residents have put them out for collection following the service changes and did expect them to be emptied or put them out after 31st March in an attempt to receive the garden waste service for free. Only bins from properties that have signed up to the service have been collected and this did generate some customer contact.
- 6.5 The numbers of residents who have subscribed to the new paid garden waste scheme are 5,631. Payments were received using the following methods:-

By card = 2,346, by cash = 19, by cheque = 184, online payments = 3,082

The estimate was 7,000 properties subscribing before the roll out

Publicity

- 7.1 All properties received a recycling guide and calendar along with the delivery of their containers. Customer contacts received following the deliveries was lower than anticipated but came in a steady stream.
- 7.2 In addition to tweets and press releases, the following items of publicity were distributed:
 - A bin hanger was placed on all garden and kitchen waste wheelie bins in December to remind residents to sign up to the service before the end of January to receive the discount.
 - A label on paper recycling boxes was delivered February reminding residents of what needs to go into the paper boxes after 24th February.
 - Letter drop to 5,500 customers who were provided with an additional collection due to a wait longer than 20 days when transferring to the new service.
 - All mini centres have been relabelled to reflect the kerbside collection service.
 - Flats advisory letter sent to 4,000 properties detailing the new collection service.
 - Garden waste service guidelines sent to all garden waste customers.

Agenda Item 10

Other Issues

- 8.1 IAA negotiations with Bucks CC have reached an conclusion for now and a letter from BCC is in place confirming funding for potentially 2 years.
- 8.2 The Waste Efficiency Officer was seconded to the post of Waste Projects Officer (a new temporary role to support the roll out). This post is temporarily being covered by a new Recycling Assistant role.
- 8.3 Extra admin resources were recruited for a January start in anticipation of increased customer contact as the bins started to be delivered and as per the project plan. We are starting to reduce this level of support in line with the plan.
- 8.4 Arranged Maternity cover for the Contracts Manager was completed and recruitment via an agency has taken place.

Conclusion

- 9.1 Although Officers are very busy and stretched, the service is proceeding as planned and is producing the projected diversion rate.
- 9.2 Below is a table containing the weights for waste and recycling collected since the start of the new scheme.

<u>WC</u>	<u>comingled</u>	<u>Paper only</u>	<u>Refuse</u>	<u>FW</u>	<u>GW</u>	<u>Total refuse, recycling + composting</u>	<u>total recy inc composting</u>	<u>recycling percentage %</u>
17-Feb-14	36.34	37.76	235.76	0	19.4	329.26	93.5	28.40%
Start of new service								
24-Feb-14	61.9	29.54	119.21	31.6	0	242.25	123.04	50.79%
03-Mar-14	101.92	42	118.96	40.6	0	303.48	184.52	60.80%
10-Mar-14	83.73	34.96	138.28	43.52	0	300.49	162.21	53.98%
17-Mar-14	79.1	33.82	108.54	44.2	0	265.66	157.12	59.14%
24-Mar-14	63.44	32.46	111.5	44.22	0	251.62	140.12	55.69%
31-Mar-14	74.36	34.02	146.06	43.4	59.76	357.6	211.54	59.16%
07-Apr-14	62.18	42.9	177.22	43.34	50.48	376.12	198.9	52.88%
14-Apr-14	81.6	38.28	156.88	42.44	67.06	386.26	229.38	59.38%
21-Apr-14	87	42.9	170.44	48.8	59.2	408.34	237.9	58.26%
28-Apr-14	81.556	34.84	179.94	44.64	60.76	401.736	221.796	55.21%
05-May-14	84.9	35.62	176.92	45.72	52.58	395.74	218.82	55.29%

The average diversion rate for waste collected from households is 56.4% as opposed to the previous rate before the scheme was rolled out of around 30%. Based upon national performance in 12/13 (latest confirmed figures) this would put the Council in the top 30 out of 352 Councils which is a significant step change

The waste streams now seem to have stabilised and become fairly predictable with the exception of the refuse. There has been an increase in the residual waste since the 31st March 2014 as mentioned earlier in this report. Historically this waste stream does fluctuate throughout the year as is without doubt seasonal.

It should be noted that the recycling rate above does not include the weights from street cleansing, fly-tipping and bulky waste collection.

Resource and Wider Policy Implications

10.1 All financial matters relating to the new service are within budget and expected to remain so.

Summary

11.1 Members are asked to note that the content of this report.

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Background Papers:	Previous Reports on this matter.

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